

Who can be better trainers than the best in the field of Technical Writing?



Training in Technical Writing



Knowledge Labs

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The Knowledge Labs advantage

The people at **Knowledge Labs** have devised this course after studying the course contents of other trainers. It is our observation that the most training courses lay emphasis on developing proficiency in using authoring tools. The professionals passing through such courses have an uphill task in developing themselves to write on topics with user perspective in mind. At **Knowledge Labs**, we precisely address this gap.

The technical communications course of **Knowledge Labs** prepares its student to figure out information needs of target audience and address those needs with concise information deliverable.

Who should attend?

Individuals who aspire to be technical writer, business analysts, and editors will find this course useful. The course will also help as preparation to those who want to pursue career in copy writing, mass communication, or medical writing*.

Benefits

The course will benefit you in developing:

- **Grammatical skills:** The ability to write in grammatically correct English is essential for acceptance of documentation among readers for whom English is their first language.
- **Writing skills:** As is the case with any skill, writing too has a science of its own. Students will be able to write documents containing logically arranged topics.
- **Ability to handle assorted document forms:** Being able to write different documents gives a unique advantage of developing oneself as a balanced individual who is well-read, well-informed, and is a true trouble-shooter.

You will learn how to:

- Write clear, effective technical documents, including user manuals, installation guides, release notes, and technical papers
- Assess your target audience and develop documents to meet their needs
- Choose the appropriate writing style to communicate with your audiences
- Build effective sentences, paragraphs and sections that explain information clearly
- Employ diagrams, tables, charts and other graphical tools effectively
- Create informative and interesting content that your readers will understand and use

Hands-on training

During this course, you perform extensive hands-on exercises, which will include: analysing your audience to meet their needs, applying a style guide to achieve consistency, editing to remove unnecessary verbiage, crafting a powerful tutorial, developing a document using specific writing styles, choosing the right words and building strong sentences, guiding research through explicit and tacit knowledge, and improving readability.

Course outline

Module – I– What is Technical Writing

- The purpose of technical writing
 - Benefits of effectively communicating technical information
 - Dealing with common writing problems
- The Writing Process – DDLC (Getting ready to write)
 - Eliminating misconceptions that stall technical writing
 - Driving your document design
 - Focusing on the purpose of the document
- Getting to know your audience
 - The investigation process
 - Identifying your purpose and the reader's purpose
 - What the audience brings to the table
 - Engaging with SME and Developers
 - How to interact with Product Management
- Ensuring Clarity and Readability(Writing technically)
 - Organizing information to meet the reader's needs
 - Keeping the sentence focused
- Architecting sentences that communicate
 - Creating strong subjects
 - Building sentence variety
 - Punctuating for clarity
 - Solving common grammar problems in technical writing
- Managing style in technical writing
 - Evaluating readability using the Given/New technique, ensuring consistency with a style guide, eliminating reader recycling

- The Mechanics of Writing
- Structuring information with tables and lists
- Selecting the right words
- Strategies for rewriting
- Writing in the right style
 - Selecting the writing style based on the document type
 - Editing for quality
 - Knowing when and what to edit
 - Editing throughout the document process
- Maintaining document structure
- Methods of explanation
- Designing Your Document
- Determining the document types
- Developing the Look of Your Document
 - Fonts, White spaces, Alignment
 - Conveying information with graphics, how to focus graphics
 - Chunking the document
 - Employing photos, drawings and graphs
- Deploying an effective Review process

Module –II– Learning the tools

- Writing and presentation
 - MS Word
 - Frame; basic and structured
 - MS PowerPoint
- Creating Help files using authoring tools
 - MS Help Workshop
 - RoboHelp
- Capturing and integrating audios and videos
 - Breeze
 - Captivate
 - Camtasia
 - MS Community Clips
- Capturing images and screenshots
 - Snag IT / Photoshop

Duration of the course: 70 hours of training, and 70 hours of hands-on practical. As per the needs of the participants the training can be conducted on a daily basis, part-time, or over the weekends.

Note: If this is a weekend program, with hands-on training. Duration of the course would be 12 weeks, approximately 70 hours of training.

Fees: INR 25,000=00 per participant, payable in advance at the time of booking your seat.

